

**STATE OF COLORADO
COUNTY OF ROUTT**

**OFFICE OF THE CLERK
October 27, 2016**

Jerry Stabile called the meeting of the Routt County Communications Advisory Board (CAB) to order. Karrie Littman and Chris Williams, Routt County Communications; Cheryl Dalton, Emergency Management; Garrett Wiggins, Routt County Sheriff's Office; Jerry Stabile, Steamboat Police Department; Mike Arce and Mel Stewart, Steamboat Springs Fire Protection District; Del Leck, West Routt Fire Protection District, Tyler Whitmore, Yampa Valley Regional Airport Fire; Mike, Ralph Maher, Oak Creek Police Department, Chad Bowdre, Routt County Search and Rescue and Classic Air; Lisa Connell, Classic Air; Emy Keeling, Routt County GIS; and Dan Weinheimer, Deputy County Manager; were present. Karrie Littman recorded the meeting.

EN RE: ESTABLISHMENT OF A QUORUM

Commander Stabile called the meeting to order and established that a quorum was present this day.

EN RE: ADMINISTRATIVE

Approval of the Minutes- The meeting minutes of July 28, 2016 were reviewed Motion was made, second was voiced and the minutes were approved.

EN RE: PROJECTS AND ISSUES

COMMUNICATIONS CENTER STAFFING

Karrie Littman announced that Doug had retired to sunny Florida and during the interim; she would be filling in as the contact. She also said the department has three dispatchers in training, one will be coming out in 30-60 days and the other two are just beginning the process.

RADIO TECH REPORT

Chris Williams reported that the microwave move from Emerald Mtn. to Mt Werner had been completed smoothly and except for a couple of items was complete. Commander Stabile agreed it had gone smoothly.

. He gave a short synopsis of his completed training and stated that he was on the home stretch to get his programming key. At that time, he would take over those tasks in

house and not contract out to a vendor.

I did forewarn everyone that inventory of the radios would commence soon, so be ready for a bothersome visit to check all Routt County radios.

He will also be installing the replacement back up batteries at the radio site around the county, so if on the outside chance that an outage would occur, notifications would be sent out. None are expected at this time.

He opened the discussion on the Moffat County surveillance channel. On Sept 21st an email was sent out to everyone to cease and desist using this channel Zone A-- Channel 11 "SRVLNCE" and confirmed that no usage occurred after this date. Sheriff Wiggins shared that this channel was for the CERT program and that Moffat and Routt members of this team used this channel for their activities. Commander Stabile agreed there was an agreement about 5 years ago for this shared channel. Chris said that all Routt County radios have been programmed with this channel in error and he will reprogram them, but this will be a process that takes time. At the end, only the people that are authorized should have it in their radios.

A question of radio tech equipment came up and Chris said he had the equipment to program new radios and reprogram existing radios, but he is acquiring the equipment to tune and align the radios. He is able to repair or pull boards to be sent to Motorola at this time.

EN RE: OLD BUSINESS

None

ENRE: NEW BUSINESS

Director Interim & Hiring Update- Dan Weinheimer, Deputy County Manager reported that there are two positions open, one of the Communications Manager which will close Oct 28th and the Emergency Operations Director which will close on Nov 30th. He has 9 applications for the Manager's position and expects more before the closing. Many of the applicants have applied for both positions. He is looking for managerial attributes for the Manager, not necessarily dispatching background; someone to manage the relationship with the members of the ComBoard; and Hands on Management was crucial for the new position.

During this interim, he has taken this opportunity to visit other communications centers to include Ft. Collins, Vail, and Summit County with Karrie Littman. While he was gathering information on policies and procedures in an effort to provide Routt County with a better level of service, he found that we are not that different in the actual dispatching. The items he would like to explore more were scheduling, training, which Tammy Shupp the training supervisor has been implementing currently, etc. He would also like to establish groups of the ComBoard to discuss aligning of the methods of dispatching and to format a more consistent procedure across the board for all Fire and all Law procedures and protocols. He believes this will assist in the training and retention of employees. Opened the floor for questions and there was none. Sheriff Wiggins did add that he thought the consistence would help with retention and that this was a good timing opportunity to bring about policy changes to the Communications dept. Michael Arce of Steamboat Fire did ask if the sites were better and Dan replied in some ways they are and others they really are not. He thought we had a good center, just wanted to bring ideas in to raise the level of service. A discussion on the

differences of the terminologies and protocols over the past couple of years was discussed and it was determined that all had been resolved through discussion. It was also suggested that the exit interviews be reviewed at this time and a dispatcher questionnaire be created concerning the issues with employee retention.

Emergency Management Notifications- Bob Struble is still on call when he is town, currently is not. All calls will go to Cheryl Dalton; she will notify Sam Parsons, Tom Sullivan, Dan Weinheimer, Sheriff Wiggins and Undersheriff Birch for wild land fire in the county. It was confirmed that all emergencies, not just wild land fire would follow this protocol also.

Also the neighboring Emergency Manager are available to assist in the event of a major incident during the interim.

Classic Air stated that they have the aircraft to assist in a fire size up if called upon.

A Tree of Notifications will be sent out to everyone.

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OPEN DISCUSSION

None

EN RE: ADJOURNMENT

At 4:00 P.M., a motion was made to adjourn the Communications Advisory Board meeting. The motion was seconded; the motion carried unanimously.

No further business coming before the Communications Advisory Board, same adjourned sine die.

Karrie Littman, Administrative Specialist

Jerry Stabile, Vice Chair

Date